

## SPRUCE GROVE LIBRARY BOARD MEETING

### *The City of Spruce Grove Library Board Meeting*

April 18, 2023, 7:00 p.m.

Spruce Grove Public Library

#### **Trustees Present:**

Susanne Chaffey

Grant Crawford

Adam McArthur

Terry Mack

Lori Porter

Sharon Shuya

Erin Stevenson

Sacha Curran

**Also Present:** Leanne Myggland- Carter, Director

**Regrets:** David Oldham, Rudy Zacharias

**Guests:** Avery Reich, SGPL Clerk 1; Marion Walbaum, SGPL Clerk 2; Theresa Davidson, SGPL Library Assistant; and Danielle Frey, SGPL Senior Library Manager

#### 1. Call the Meeting to Order

A. McArthur called the meeting to order at 7:02 p.m. , and T. Mack read SGPL's Treaty 6 Land Acknowledgement.

#### 2. Introductions of Guests

L. Myggland-Carter to introduced D. Frey and informed Board other staff members would be joining the meeting for recognition of their staff anniversaries.

#### 3. Approval of Agenda

027L-23 S. Chaffey **MOVED** that the agenda be approved as presented.

**CARRIED**

#### 4. Approval of Meeting Minutes

028L-23 G. Crawford **MOVED** that the March 18, 2023, meeting minutes be approved as presented.

**CARRIED**

#### 5. Business Action Items

##### 5.1 Staff Anniversary Recognition

L. Myggland-Carter introduced Avery Reich (5 years), Marion Walbaum (10 years), and Theresa Davidson (5 years) and announced that they—along with D. Frey (5 years)—were celebrating their staff anniversaries for years worked as denoted in the parenthesis following their name. Additionally, Courtney Entner (5 years) and Skye Dickson (10 years) were recognized although not in attendance. The Board congratulated them for their commitment and service to SGPL, and each person received a certificate of thanks from A. McArthur.

Avery Reich, Marion Walbaum, and Theresa Davidson left the meeting at 7:10 p.m.

##### 5.2 Risk Management Presentation

D. Frey represented the Policy & HR Committee and presented *Risk Management @SGPL* that included: the definition and need for risk management; the steps followed for SGPL's risk management strategy and its accomplishments thus far; and what to expect moving forward. She highlighted that this is an ongoing process that requires operational review, employee and trustee buy-in, organization-wide communication, and governance support throughout the rest of this year and those to come.

029L-23 S. Shuya **MOVED** that the *Risk Management @SGPL* presentation be accepted as information as amended.

**CARRIED**

##### 5.3 Draft 2024-2026 Budget Plan

L. Myggland-Carter presented the draft 2024-2026 Budget Plan for approval by the Board. She highlighted changes to the document layout, updates to the budget line names, and additions/omissions as compared to 2023-2025. Specifically, expenses associated with WCB fees, computer maintenance, computer software, telephone contract, and travel expenses were added. Further, the asset replacement plan is subject to funding from the City of Spruce Grove's Civic Centre Project; once these amounts are known to SGPL, dollar figures will be added to designate spending on collection, computers, equipment, and furniture over the next 3 years.

030L-23 S. Chaffey **MOVED** that Draft 2024-2026 Budget Plan be accepted as presented.

**CARRIED**

5.4 2023 Advocacy Event Sign-Ups

A. McArthur confirmed that R. Zacharias had collected the responses from trustees and was matching their availability with these upcoming events: Tri-Region Mayors' Golf Classic (July 13), Rotary Rib Fest and Family Fair (July 15), and City Centre Markets (August 13 and/or 27). L. Myggland-Carter will register SGPL at the events that have the most sign-ups and clarified that sufficient set-up time would be included in the planning.

5.5 Revised Board Committees Policy

L. Myggland-Carter presented the changes and updates to the Board Committee Policy and its protocols.

031L-23 S. Shuya **MOVED** that the revised Board Committees Policy and its protocols be approved as presented.

**CARRIED**

5.6 New Board Continuing Education Policy

L. Myggland-Carter presented the Board Continuing Education Policy and its protocols which apply to Trustees and the Director as Board Policy; staff and volunteer professional development policies and procedures are included in Personnel Policy.

032L-23 S. Shuya **MOVED** that the Board Continuing Education Policy and its protocols be approved as presented.

**CARRIED**

6. In-Camera:

There were no in-camera items presented at this meeting.

7. Business Arising from In-Camera (If any):

There was no business arising from in-camera.

8. Around the Table

9. Motion to Adjourn

033L-23 T. Mack **MOVED** to adjourn at 8:51 p.m.

**CARRIED**

Next Meeting Date is **Tuesday, April 16, 2023**

May 20, 2023  
[Signature] Date

Board Chair

[Signature]

Acting Board Secretary